



Integrity. Intelligence. Diligence.

December 7, 2020

VIA ELECTRONIC MAIL

Sarah Catala  
Executive Director  
Immokalee Water and Sewer District  
1020 Sanitation Road  
Immokalee, FL 34142  
Email: SarahCatala@iw-sd.com

Re: Legislative Counsel Services for the 2021 Florida Legislature

Dear Ms. Catala:

Thank you for considering Manson Bolves Donaldson Varn, PA, in the provision of legislative counsel services to the Immokalee Water and Sewer District (District) related to a local bill amending the District's charter to clarify that Commissioners continue to serve until his/her successor is appointed by the State of Florida's Governor. This letter will serve as a proposal of the terms under which we will provide legislative counsel services to the District. We have included a Scope of Work that fully describes the scope of our representation.

This letter is intended to explain briefly our billing practices and procedures. Fees are based upon the ethical rules. The amount of the District's statement will be the fair value of the services provided taking into account the time spent by me, the type of service being asked to perform, any special level of expertise required, the size and scope of the matter, the results obtained, and other relevant considerations. The District will be charged \$15,000 for the services being provided during the upcoming 2021 Legislative Session.

The District will be provided the most effective support systems available, while at the same time allocating the costs of such systems in accordance with the usage of the services by individual clients. Therefore, in addition to fees for legal services, the District will also be charged separately for certain costs and expense disbursements, including travel expenses; messenger, courier and other communication costs; long-distance telephone; document reproduction; and computer research facilities. The maximum costs to the District will not exceed \$2,000.

Billing statements will be rendered on a monthly basis and are due and payable upon receipt. Every effort will be made to include disbursements in the statement for the month in which the disbursements are incurred. Some disbursements are not

Tampa      Tallahassee      West Palm Beach      Orlando

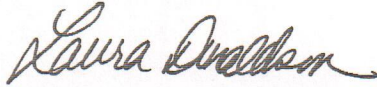
109 North Brush Street, Suite 300, Tampa, FL 33602 (T) 813.514.4700 (F) 813.514.4701  
www.mansonbolves.com

available until the following month in which case a supplemental statement will be rendered for these additional charges.

Please indicate your understanding of the agreement to the above-described engagement by signing and dating this letter in the spaces provided below. Also, your execution of this letter signifies your agreement that I may disclose fees paid in accordance with Florida's Lobbyist Financial Disclosure laws.

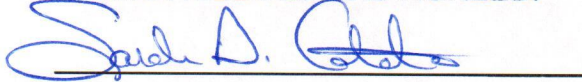
I appreciate the opportunity to be of service to the District now and in the future. My goal is to provide services to the District on the most efficient basis possible. Please do not hesitate to contact me should you have any questions or comments.

Sincerely,



Laura Jacobs Donaldson

ACKNOWLEDGED AND AGREED:



Dated: 17 DEC 2020



### **Scope of Work and Estimated Budget**

Under the direction of the Immokalee Water and Sewer District, the law firm of Manson Bolves Donaldson Varn, PA, will provide legislative counsel services to the Immokalee Water and Sewer District related to revising the District's charter to clarify that Commissioners continue to serve until his/her successor is appointed by the State of Florida's Governor.

The services include for each local bill:

1. Draft local bill and corresponding talking points;
2. Coordinate with the Collier County Legislative Delegation Chair regarding submission of the local bill and summary sheet;
3. Draft and submit all required forms to the Florida House of Representatives Local Government Affairs Subcommittee;
4. Coordinate with the Collier County Legislative Delegation Chair regarding submitting the proposed local bill to House Bill Drafting as well as the timely filing of the local bill;
5. Prepare for and attend meetings with legislative committee members and staff;
6. Prepare for and attend all legislative committee meetings that are considering the local bill and advocate for the approval of the local bill;
7. Prepare for and attend meetings with legislative leadership regarding the placement of the local bill on the appropriate calendars for consideration and passage;
8. Draft letter to the Governor regarding passed local bill, and if necessary meet with his staff regarding the local bill; and
9. Communicate and coordinate with the Immokalee Water and Sewer District regarding the status of the proposed local bill, local bill, and passed local bill.